SECTION V:

THE USE OF CBIS

FOR

STATE-OWNED PROJECTS

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System

To begin the budget request process, use the Internet to log onto CBIS at https://cbis.dbm.state.md.us. Alternatively, you could visit the DBM web site at, www.dbm.maryland.gov, click "Budget," click "Capital Budget," and on the right side of the screen in the CBIS block, click "Login." A "LOGIN" Screen will appear. If you do not have a user name and password, call the Annapolis "Help Desk" at 410-260-7778 to register and secure them. Enter your "Username" and "Password" in the appropriate fields. Click "LOGIN" and the CBIS "Home Page" will appear. It will show a list of "Current Requests," which lists all the projects/programs requested and recommended for your State Agency in the current capital improvement program.

How to Enter a Project/Program in CBIS

If the project/program that you want to edit is **already in CBIS**, it will be listed under its formal "Request Title" on the CBIS "Home Page." If you have many projects/programs, they might be listed on more than one page. Click on the page numbers at the bottom right of the screen until you find the page with the project/program of concern. Click on the "Request Title" for that project/program and the "Main Information" View Screen will appear.

If the project/program has **never been entered** in CBIS, click "Create a New Request" on the light yellow tool bar on the CBIS "Home Page." CBIS will direct you to a "New Request" Screen. For a State-Owned Project, click on "New Project" under "Request Type" and "State-Owned" under "Ownership." Click "Save" and CBIS will take you to the "Main Information" Input Screen. You must enter information in the "Title," "Agency," "Legislative District," and "Subdivision" fields, otherwise a "warning prompt" will occur when you click "Save." After the Screen has been successfully saved, a "Main Information" View Screen will appear. It will show the information that you have just entered.

Regardless of which of the two ways you have chosen to enter a project/program in CBIS, you can now select any menu option on the dark yellow tool bar by clicking on the desired option. A View Screen or Input Screen for that option will then appear. For directions about entering data/information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu that are being discussed on each page.

How to Navigate Through the CBIS Screens

Various Menus will appear in the dark yellow tool bar at the top of the "Main Information" View Screen; each of the Menus defines a different category of information.

Some of these Menus are used for the preparation of a submission for a State-Owned Project. They are: Home, Main, CEW, Schedule, Cost and Funds, Details, Tax Survey, and Operating Imp. Four of these Screens, Schedule, Cost and Funds, Details, and Operating Impact have "Sub-Menus" which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular Sub-Menu, it is important to remember that you must click on the relevant "Menu" on the dark yellow tool bar first, then the particular "Sub-Menu" of interest on the light yellow

tool bar. For example, to enter "Cost and Funds" for "Last Year," click the "Cost and Funds" Menu on the dark yellow tool bar first, then click the "Last Year's CIP" Sub-Menu on the light yellow tool bar.

The menu item, "Submit," is discussed in more detail below.

How to Print a Copy of Your Request

There are two ways to print a copy of your request.

- 1. When you have completed filling in the required forms, click the blue "Submit" button that appears on the dark yellow tool bar. CBIS will display a "Submit Page" View Screen. On this screen, there is a "Print Request" option and a "Submit Request" option. Click "Print Request" and a facsimile of the request forms will appear in an Adobe file that can be printed for review or saved in a file.
- 2. Alternatively, you may print a copy of the request at any time during its preparation by clicking "View Reports," the third option on the light yellow tool bar on the CBIS Home Screen. CBIS will display a "Select Report Category"; click "Capital Budget Worksheets." For State-Owned Projects, select the name of your agency from the drop down menu beside "Request." Depending upon your selection, CBIS will present you with additional drop down menus for "Sub-Agency" and "Request."

Beneath the fields in which you just entered information, you will see a variety of print options, each with a small box. Click the first box, "Agency Worksheet for Requested Capital Projects."

Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Using the tool bars at the top of the Adobe output view screen, you can print or save your selection.

If you want an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or MS Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

How to Submit the CBIS Forms to DBM

To begin the submit process, click the blue "Submit" option that always appears on the dark yellow tool bar, except when you are in the CBIS "Home Page." The "Submit Page" will appear. It is recommended that you print and review a copy of the forms before their submission. To do so, click "Print Request." An Adobe window will appear which has save/print options on the tool bar at the top of window.

After printing and reviewing the request forms for accuracy, return to the "Submit Page" and click "Submit Request."

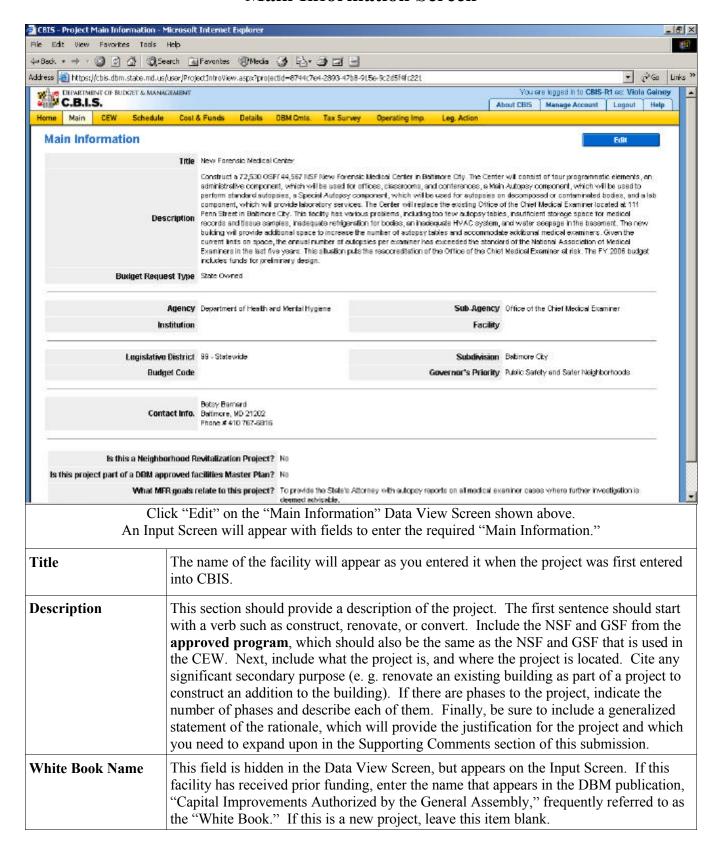
If your CBIS Login identifies you as an Agency User, clicking "Submit Request" will forward the Request to your Agency Budget Officer. After submitting the budget request, the Agency User can

only view, not change, the submission. If changes are required, the Agency Budget Officer may edit the material before submitting it to the Office of Capital Budgeting. Alternatively, the Agency Budget Officer might choose to return the submission to the Agency User for changes. To do so, the Manager should click on the "Main Information" View Screen. Click "Edit" and the "Main Information" Input Screen will appear. Click "Request Status" and select "Unsubmit" from the drop-down menu.

If your CBIS Login identifies you as an Agency Manager, clicking "Submit Request" will forward the Request to your DBM Capital Budget Analyst in the Office of Capital Budgeting (OCB). After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, the OCB Capital Budget Analyst must be contacted in order for the submission to be returned to the agency. The OCB Capital Budget Analyst may also elect to return the submission to the Agency Manager if the submission is deemed to be inaccurate, incoherent, or incomplete.

NOTE: Screen shots displayed in this manual will show more menu options than are available for agency users and agency managers. These menu options will not appear on the actual screens of agency users and agency managers. They are for the exclusive use of OCB capital budget analysts and CBIS administrators.

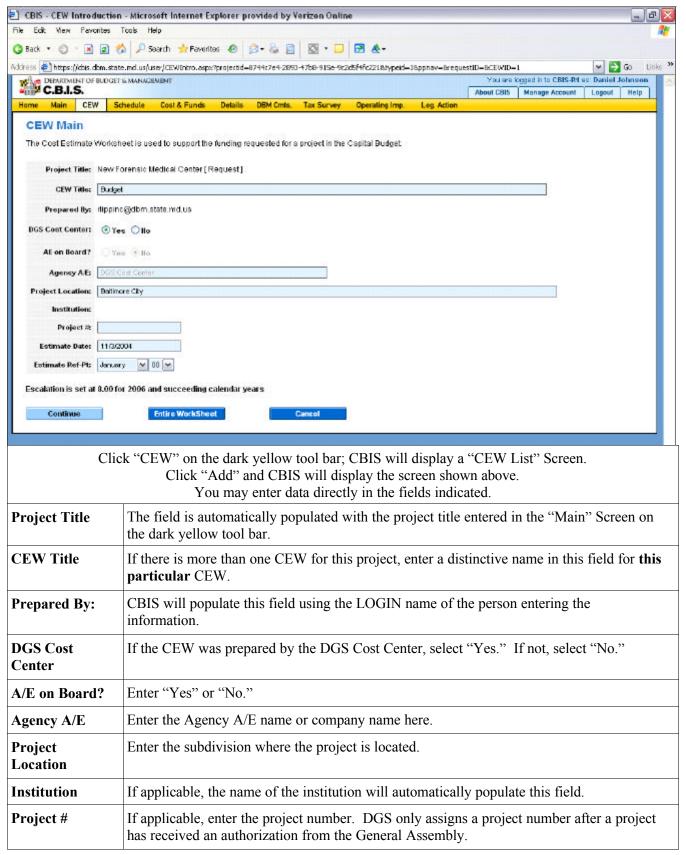
State-Owned Project Main Information Screen



State-Owned Project Main Information Screen (Continued)

Budget Request Type	This field will be populated by CBIS indicating the type of budget request (i.e. State Owned or Non-State Owned.) This field is shown on the View Screen only.
Request Status	This field indicates the status of the budget request and is shown in the "Edit" Screen only. The "Unsubmitted" status allows the Agency User to View and Edit, and the Agency Manager to View only. The "Submitted to A/Mgr" status allows the Agency User to View only, and the Agency Manager to View and Edit. The "Submitted to DBM" status allows the Agency User and Agency Manager to View Only, and DBM to View and Edit. The Agency Manager can select "Unsubmitted" from the drop-down menu to
	return the budget request to the Agency User.
Agency	Select Agency from drop-down menu.
Sub-Agency	Select Sub-Agency from drop-down menu.
Institution	Select Institution from drop-down menu, if available.
Facility	Select Facility from drop-down menu, if available.
Legislative District	Enter the Legislative District in which the project is located from the drop-down menu.
Subdivision	Enter the subdivision in which the project is located from the drop-down menu.
Budget Code	Enter the budget code from the drop-down menu.
Governor's Priority	Enter the Governor's priority from the drop-down box. The priorities are Education, Health and Environment, Public Safety and Safer Neighborhoods, Commerce and Other Projects. Use your judgment as to where you feel your project should be prioritized if this is a new project.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Neighborhood Revitalization Project?	Click the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.
Facilities Master Plan	Click the appropriate circle.
MFR Goal	Indicate what Managing For Results goals this program accomplishes. Goals and objectives can be found in the current Maryland Operating Budget volumes.
	Click "Save." For the "Save" command to function, it is necessary that at least the "Title," "Agency," "Legislative District," and "Subdivision" information fields be completed. If this information has been entered, the "Main Information" View Screen will appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark yellow tool bar.

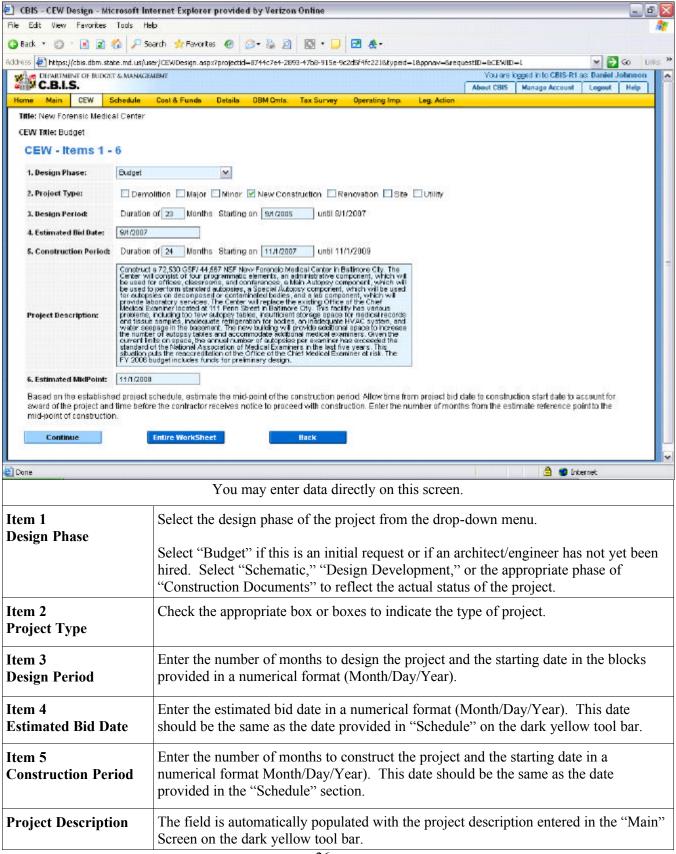
Cost Estimate Worksheet Main Screen



Cost Estimate Worksheet Main Screen (Continued)

Estimate Date	Enter the date the CEW information was entered into CBIS.
Estimate Reference Point	Enter the Estimate Reference Point. It is the date on the source which was used to prepare the cost estimates. For example, if Means Construction Cost Data 2005 was used to estimate the costs of the project, the estimate reference point would be January 2005. Click "Continue." CBIS will display "CEW Items 1 - 6."

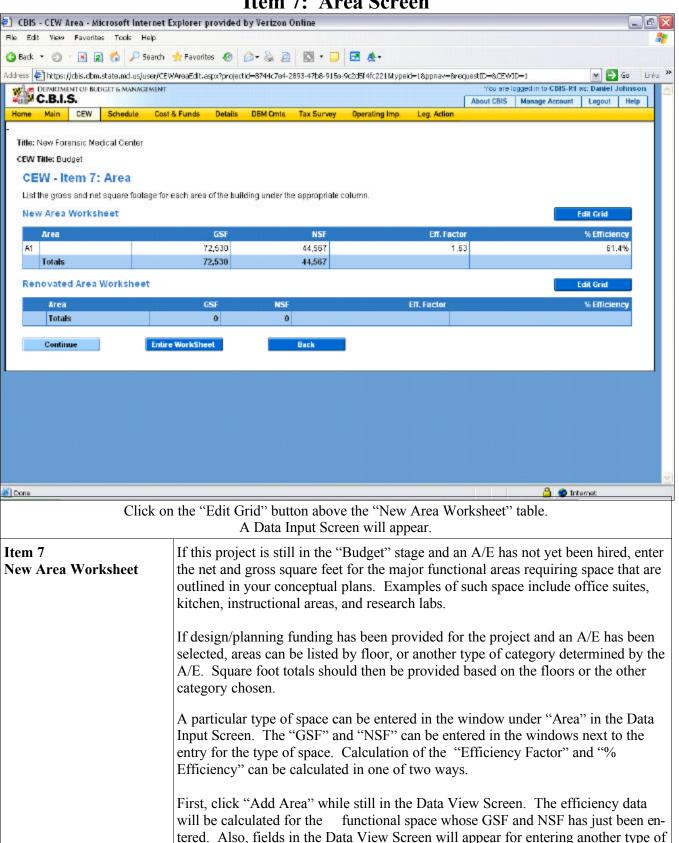
Cost Estimate Worksheet Items 1 - 6



Cost Estimate Worksheet Items 1 - 6 (Continued)

Item 6 Estimated MidPoint	Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction.
	Click "Continue." CBIS will display Item 7.

Cost Estimate Worksheet Item 7: Area Screen

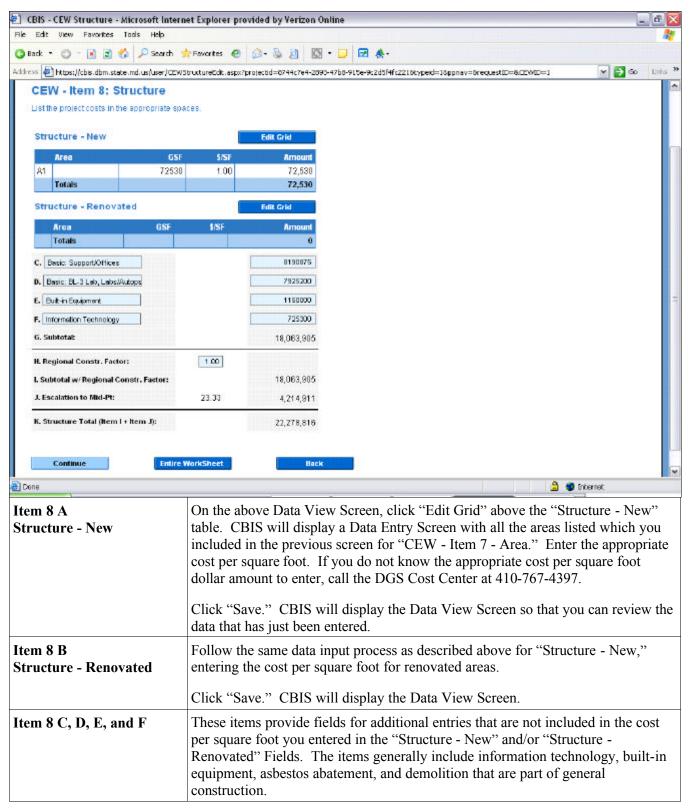


space.

Cost Estimate Worksheet Item 7: Area Screen (Continued)

Item 7 New Area Worksheet (Continued)	Second, after entering the type of functional space and its GSF/NSF, click "Save" and the efficiency data will be calculated and the Data View Screen for "CEW - Item 7: Area" will appear. You can then review the information that you have entered.
	In contrast to the above description, there is also an alternative method for entering data. If you only know the net square feet and efficiency factor for each type of space, then enter this data and click on "CALC. GSF." CBIS will calculate the GSF. You will remain in the Data Input Screen and can continue to enter additional area data by repeating the process described at the beginning of this paragraph. After all entries have been completed, click "Save" and you will return to the Data View Screen and you should see all of the information that you have just entered. If you need to revise an entry, click "Edit Grid" and overtype or delete the entry.
	 Notes: To edit data already entered in the "New Area Worksheet," click "Edit Grid" on the Data View Screen. Place the cursor in the data field that you want to change and either overtype the existing entry or backspace to delete the existing entry. Then enter the new data and click "Save" to retain the changes. The Data View Screen will appear so that you can review the changes. To delete data already entered in the "New Area Worksheet," click "Edit Grid" on the Data View Screen. Click the "Delete" option and then click "Save." If you do not click "Save," the "Delete" command will not save the deletion. It should also be noted that the "Delete" command is only available for the last "Area" entered in the "New Area Worksheet." Efficiency factors should be consistent with instructions in the DGS Procedures Manual. However, for out year estimating, use the minimum efficiency factor in the range provided by DGS.
Item 7 Renovated Area Workshee	In order to enter data for "Renovated Areas" follow the same data input

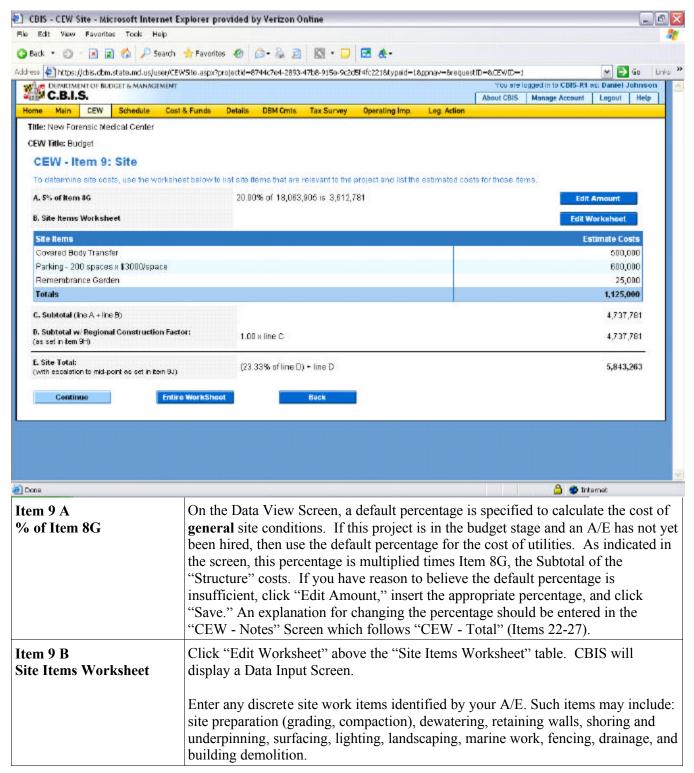
Cost Estimate Worksheet Item 8: Structure Screen



Cost Estimate Worksheet Item 8: Structure Screen (Continued)

Items 8 C, D, E, and F (Continued)	Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Entry of these items can be done directly on the above screen or when you have clicked "Edit Grid" and gotten a Data View Screen.
Item 8 G	This field is calculated by CBIS based on the data entered in 8A through 8 F.
Item 8 H	If an A/E has not been retained, enter the regional construction factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation as applicable to the 24 subdivisions in Maryland. After an A/E has been retained, estimates should be based on market conditions and industry forecasts. A regional construction factor of 1.0 should then be entered.
	The regional construction factor used for budget estimates is updated yearly. It is provided as part of the Notes on the Preparation of Capital Budget Requests that are included in the material that accompanies the annual capital budget request letter from the Office of Capital Budgeting. If needed, contact the DGS Cost Center for the latest regional construction factors.
Item 8 I, J, and K	CBIS calculates these fields based on information previously entered. Click "Continue" and CBIS will display "Item 9: Site."

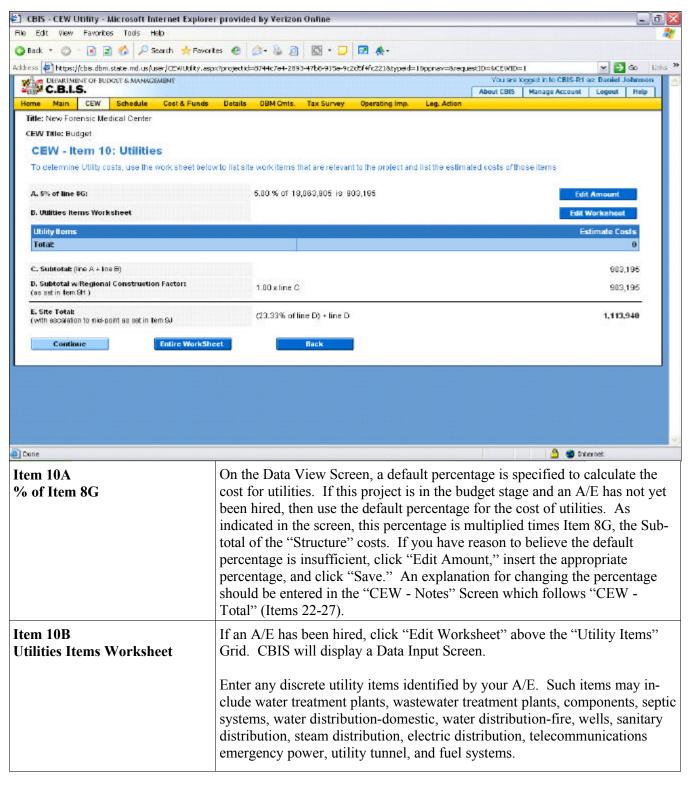
Cost Estimate Worksheet Item 9: Site Screen



Cost Estimate Worksheet Item 9: Site Screen (Continued)

Item 9 B Site Items Worksheet (Continued)	Information for each particular kind of site improvement can be entered in the windows under "Site Items" on the Data Input Screen. In addition enter the "Estimate Cost" data for the particular item. If you want to add another site item after making the first entry, click "Add New" to make the entry. Repeat this process for all other entries. After they have been entered, click "Save" and you will return to the Data View Screen and you should see this information. If you need to revise an entry, click "Edit Worksheet" and overtype or delete the entry.
Item 9 C, D, and E Subtotals and Total	These are calculated fields. No entry is required. Note: In the screen shot, the parenthesis under items 9D and 9E erroneously refers to Items 9H and 9J in the CEW screen shot above. The correct references are 8H and 8J in the CEW. Click "Continue." CBIS will display Item 10: Utilities.

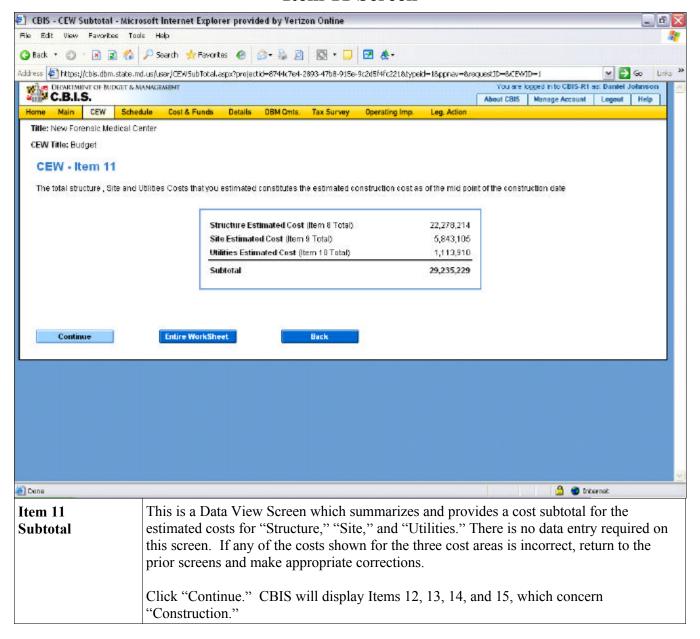
Cost Estimate Worksheet Item 10: Utilities Screen



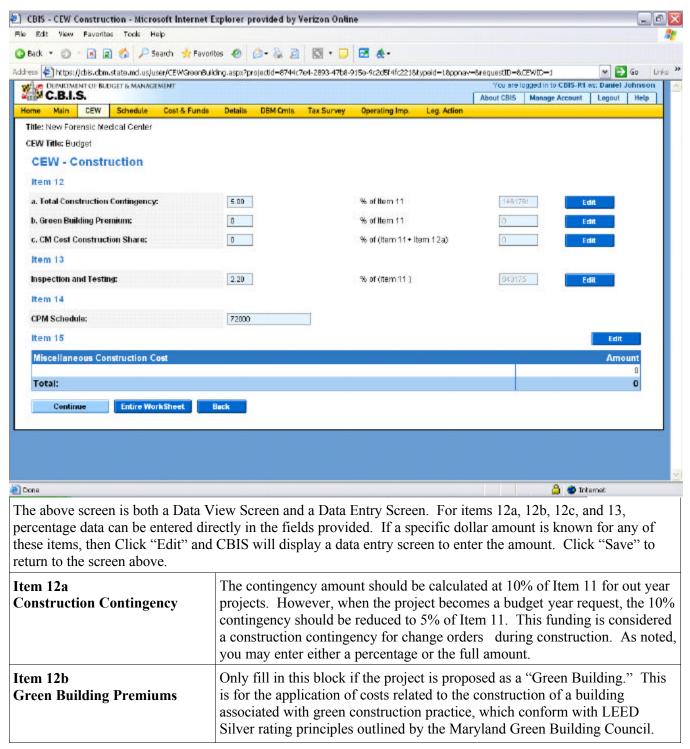
Cost Estimate Worksheet Item 10: Utilities Screen (Continued)

Item 10 B Utilities Items Worksheet (Continued)	Information for each particular kind of utility item, can be entered in the fields under "Utility Items" on the Data Input Screen. In addition enter the "Estimate Cost" data for the particular item. If you want to add another utility item after making the first entry, click "Add New" to make the entry. Repeat this process for all other entries. After they have been entered, click "Save" and you will return to the Data View Screen and you should see this information. If you need to revise an entry, click "Edit Worksheet" and overtype or delete the entry.
Items 10 C, D, and E Subtotals and Total	Note: In the above screen shot, the parenthesis under items 10D and 10E erroneously refers to Items 9H and 9J in the CEW screen shot above. The correct references are 8H and 8J in the CEW. Click "Continue." CBIS will display Item 11.

Cost Estimate Worksheet Item 11 Screen



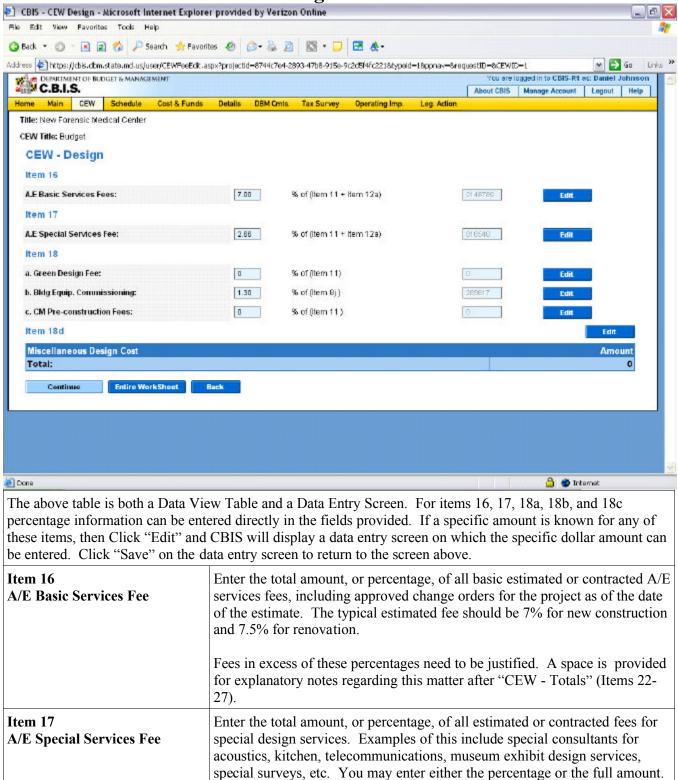
Cost Estimate Worksheet Construction Screen



Cost Estimate Worksheet Construction Screen (Continued)

Item 12b Green Building Premiums (Continued)	You may directly enter either the percentage on the "CEW - Construction" or click "Edit" and enter the total amount of the estimated or contracted fee for green building construction. The typical estimated fee should be approximately 2.5% to 3% of the estimated construction cost.
Item 12c CM Cost Construction Share	Enter a cost for construction management. Use \$10,000 plus .001 of Item 11 (i.e. subtotal for estimated costs of Structure, Site, and Utilities). This item should only be filled in by Higher Education agencies; other agencies should leave this item blank.
Item 13 Inspection and Testing	Enter a percentage or an amount for construction inspection and testing based upon the estimated construction cost. Shown below are rates applied against the sum of Item 11 and Item 12a. Expected Construction Cost 0 - 4,000,000 4,000,000 4,000,000 3.2% (0.032) 9,000,000 and greater 2.2% (0.022)
Item 14 CPM Schedule	Enter a cost for critical path scheduling. Use \$10,000 plus .001 of Item 11 or estimate an allowance. Higher Education agencies should leave this item blank.
Item 15 Miscellaneous Construction Costs	Click on the "Edit" button and a Data Entry Screen will appear. Enter any miscellaneous costs and include a reference. These costs should be construction related (e.g. separate related construction contracts, utility connection fees, etc.). Click "Add" to include additional items and their respective "Amount." Clicking "Save" will save the added items and return you to the Data View Screen.
	Click "Continue." CBIS will display Items 16, 17, 18a, 18b, 18c, and 18d.

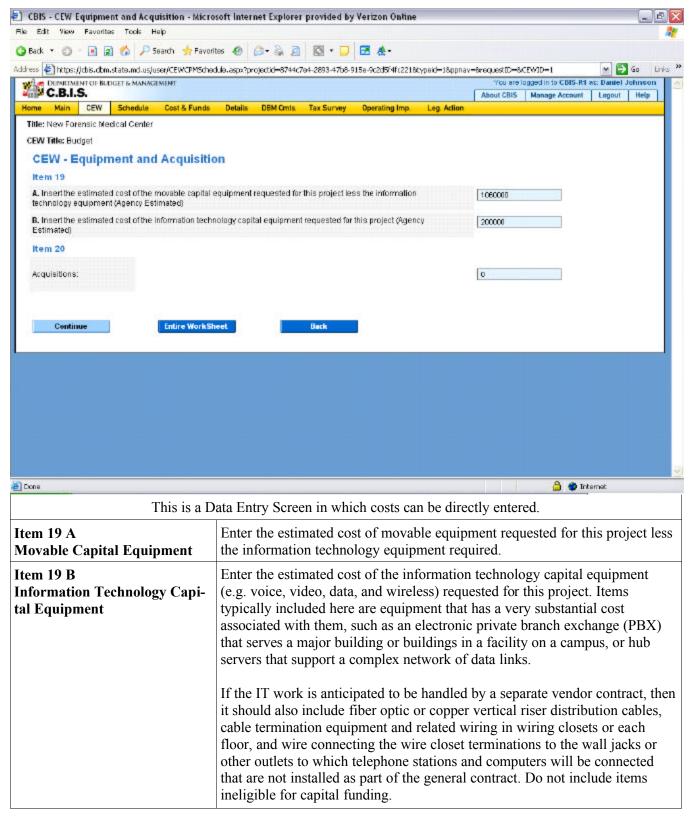
Cost Estimate Worksheet Design Screen



Cost Estimate Worksheet Design Screen (Continued)

Item 18a Green Design Fee	Only fill in this block if the project is proposed as a "Green Building." This is for the application of costs related to the design of a building associated with green construction practice, which conform with LEED Silver rating principles outlined by the Maryland Green Building Council. Enter the total amount, or percentage, of the estimated or contracted fee for green sustainable design practice. The estimated fee should be approximately 1% to 2% of the estimated construction cost (Item 11 above). This percentage may be increased or decreased based on specific information
	and/or applications identified by the cost estimator preparer.
Item 18b Building Equipment, Commissioning	Enter a percentage or the amount for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be computed as 1.5% of the cost of the Structure (Item 8J).
Item 18c CM Pre-construction Fees	Enter a percentage or the amount for construction management. The amount should be computed based on the sum of 0.5% of the estimated construction cost (Item 11) and the construction contingency (Item 12a). As in Item 12c, this item only applies to Higher Education agencies.
Item 18d Miscellaneous Design Costs	Click on the "Edit" button and a Data Entry Screen will appear. Enter any miscellaneous costs for design and include a reference. These costs should be design related, (e.g. value engineering, boundary and archaeological surveys, borings, test pits, etc). Click "Add" to enter additional items. Clicking "Save" will save the added items and return you to the Data View Screen.
	Click "Continue." CBIS will display Items 19 and 20.

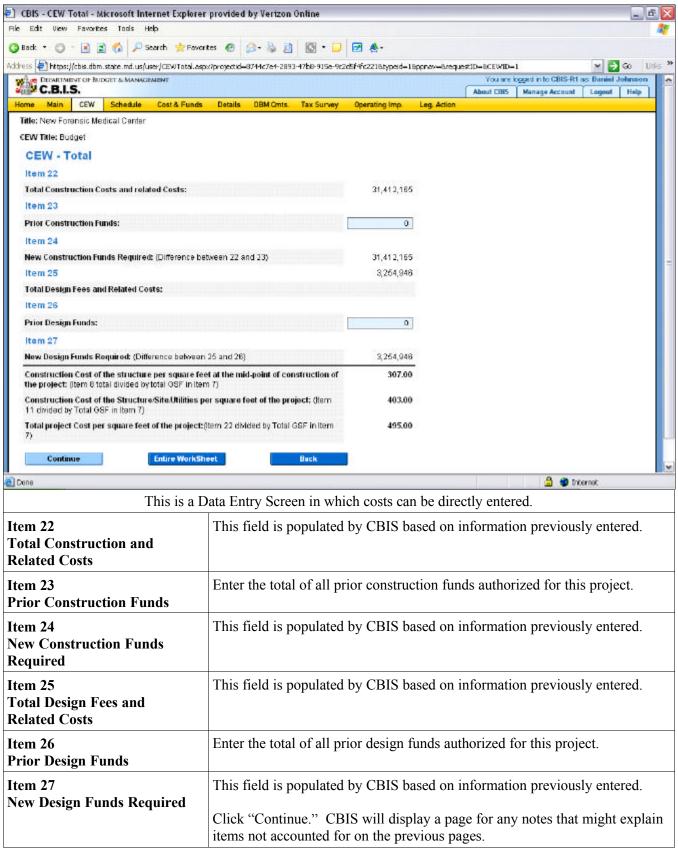
Cost Estimate Worksheet Equipment and Acquisition Screen



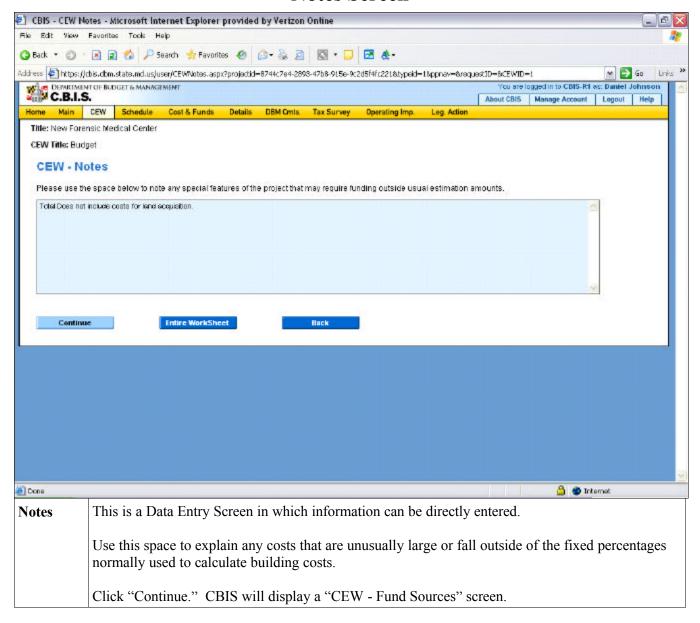
Cost Estimate Worksheet Equipment and Acquisition Screen (Continued)

Item 20 Acquisition	If applicable, enter the total cost of any acquisitions, including land and property.
Item 21 Not Shown	This is a calculated field for Total Project Costs. While it does not appear on the CBIS screen; it will appear on the CEW Report. No entry is required.
	Click "Continue." CBIS will display Items 22, 23, 24, 25, 26, and 27.

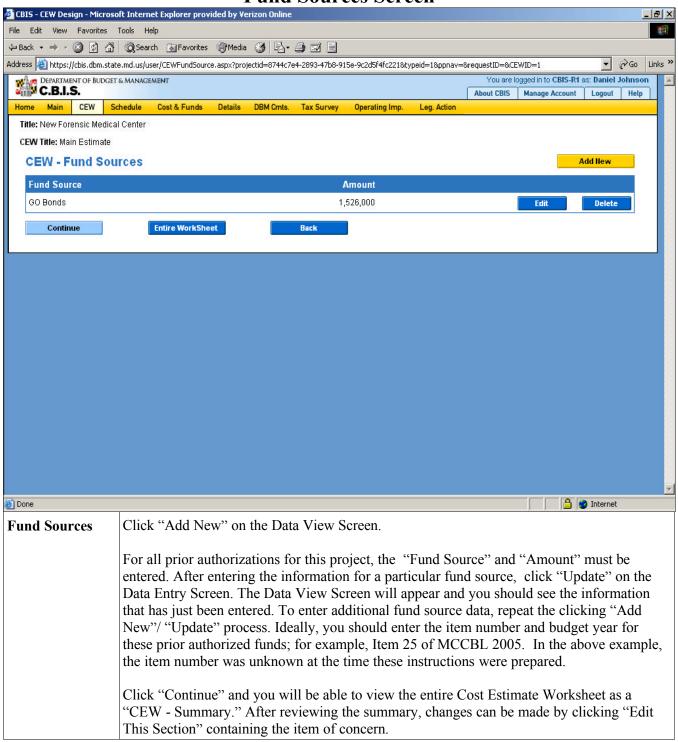
Cost Estimate Worksheet Total Screen



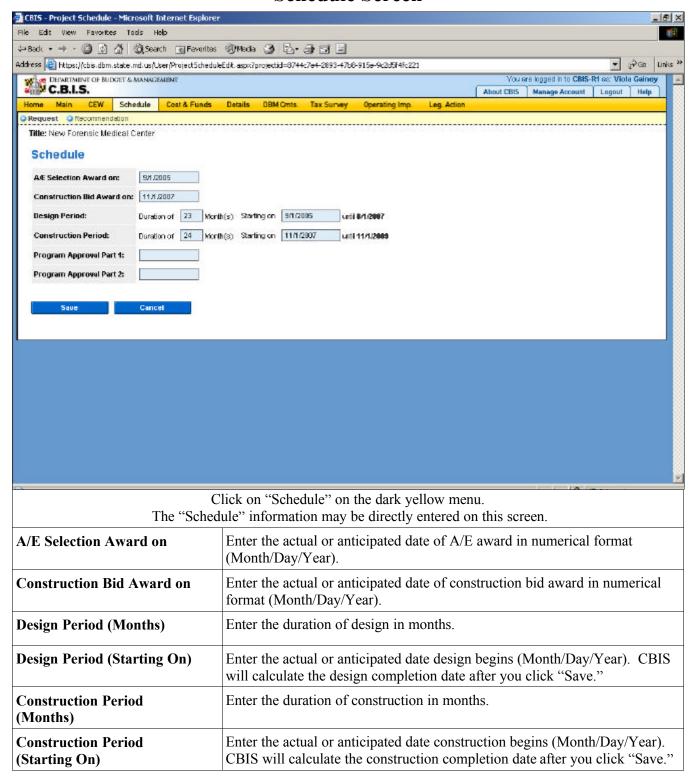
Cost Estimate Worksheet Notes Screen



Cost Estimate Worksheet Fund Sources Screen



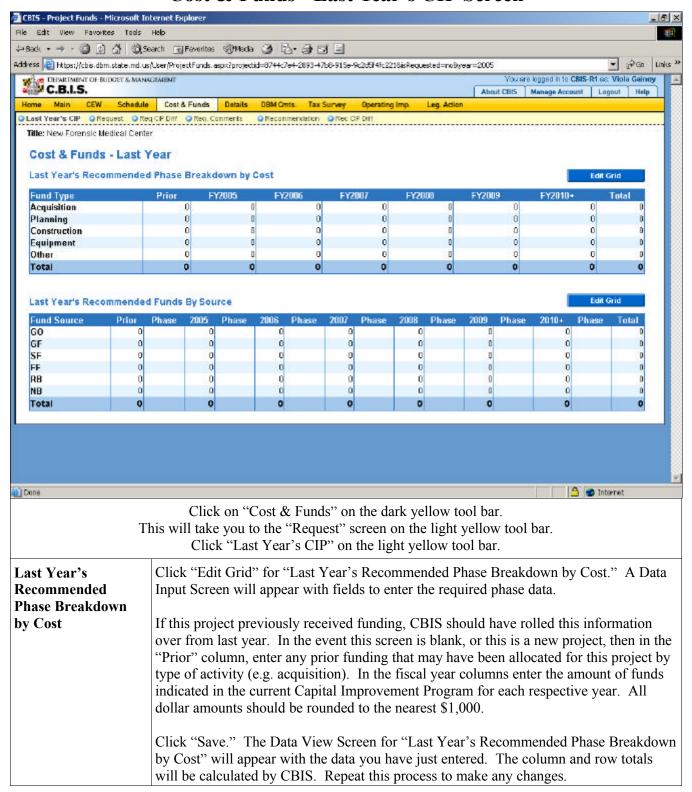
State-Owned Project Schedule Screen



State-Owned Project Schedule Screen (Continued)

Program Approval Part 1	Enter the date of Part I program approval (Month/Day/Year). If the program has not been approved, leave this item blank.
Program Approval Part 2	Enter the date of Part II program approval (Month/Day/Year). If the program has not been approved, leave this item blank. Click "Save." A "Cost & Funds - Request" Data View Screen will appear.
	In order to view the information you just entered in "Schedule," click "Schedule" on the dark yellow tool bar. Verify that the correct completion date for design and construction is shown. If it is necessary to edit any information click on the appropriate field, make your changes, and click "Save."

State-Owned Project Cost & Funds - Last Year's CIP Screen



State-Owned Project Cost & Funds - Last Year's CIP Screen (Continued)

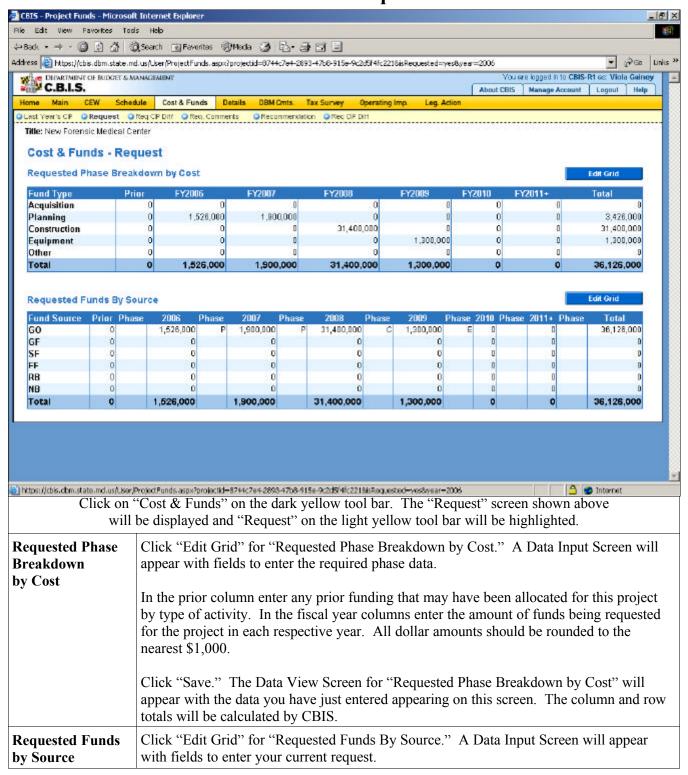
Last year's Recommended Funds by Source

Click "Edit Grid" for "Last Year's Recommended Funds By Source." A data input screen will appear with fields to enter the required source data.

If this project previously received funding, CBIS should have rolled this information over from last year. In the event this screen is blank, then enter the type of State funds previously allocated for this project in the prior column. In the fiscal year columns enter the type of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest \$1,000. In addition, in both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E, for Acquisition, Planning, Construction, and Equipment, respectively.

Click "Save." The Data View Screen for "Last Year's Recommended Funds By Source" will appear with the data you have just entered. The column and row totals will be calculated by CBIS. The "Total" for each of the fiscal year columns in the "Recommended Phase Breakdown by Cost" table should be equal to each of the fiscal year columns in the "Recommended Funds by Source" table. If not, click on "Edit Grid" and make the appropriate changes.

State-Owned Project Cost & Funds - Request Screen



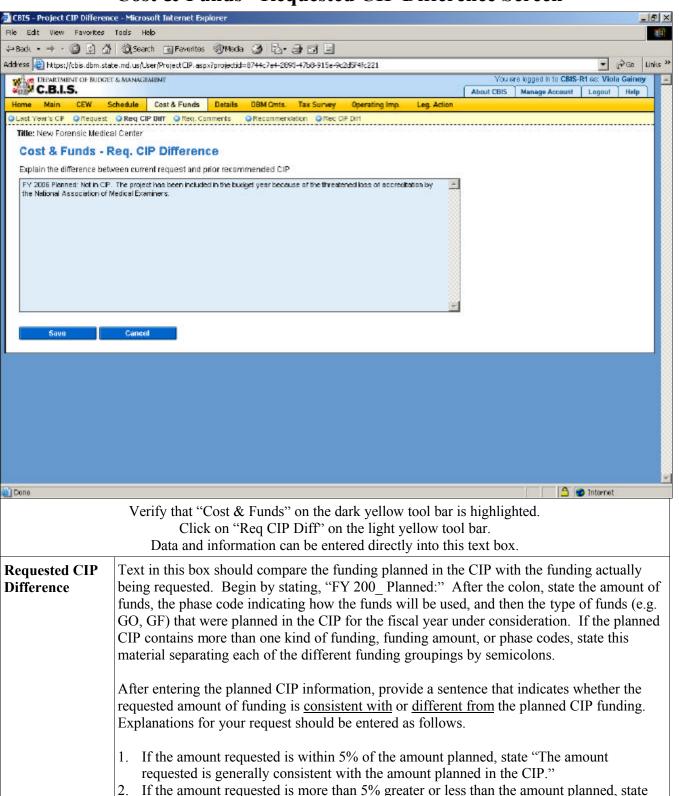
State-Owned Project Cost & Funds - Request Screen (Continued)

Requested Funds by Source (Continued)

In the prior column enter the type of State funds previously allocated for this project. In the fiscal year columns, enter the type of funds being requested in each respective year. All dollar amounts should be rounded to the nearest \$1,000. In addition, in both the prior and future fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E, for Acquisition, Planning, Construction, and Equipment, respectively.

Click "Save." The Data View Screen for "Requested Funds By Source" will appear with the data you have just entered appearing on this screen. The "Total" for each of the fiscal year columns in the "Recommended Phase Breakdown by Cost" table should be equal to each of the fiscal year columns in the "Recommended Funds by Source" table. The column and row totals will be calculated by CBIS. If not, click on "Edit Grid" and make the appropriate changes.

State-Owned Project Cost & Funds - Requested CIP Difference Screen



CIP." Then state the reason for the difference.

"The amount requested is more than 5% greater or less than the amount planned in the

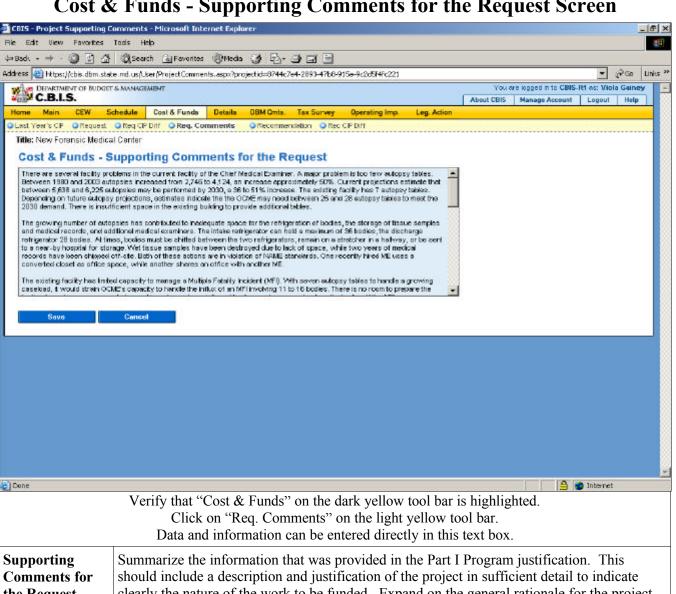
State-Owned Project Cost & Funds - Requested CIP Difference Screen (Continued)

Requested CIP Difference (Continued)

- 3. If the project was not planned for funding in the upcoming fiscal year, state "Not in CIP." A sentence should then be added that explains the amount requested and why the project was added to the upcoming fiscal year.
- 4. If the project had planned funding for an out year, but was "brought forward" to the fiscal year under consideration, state "FY 20XX Planned: \$0. Funding planned in FY 20YY through FY 20ZZ." If funding extended beyond the CIP, add "...and beyond." A sentence should then be added to explain the amount requested for the upcoming year and why the funding has been "brought forward."

Click on "Save." CBIS will display the Cost & Funds "Request" Screen. Return to the "Req CIP Diff" screen by clicking on this submenu on the light yellow tool bar. Repeat the process if any editing is necessary.

State-Owned Project Cost & Funds - Supporting Comments for the Request Screen



the Request

clearly the nature of the work to be funded. Expand on the general rationale for the project included in the project description. Include the size of the facility in GSF and NSF, what the project is, location, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Be sure to provide quantitative data, where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation or project phasing.

In developing the supporting comments, three issues should be addressed. They are: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.

Facility Problem(s). There are generally three types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, and obsolescence or deficiencies in existing space. One or more of the facility problems could be involved in a project.

State-Owned Project Cost & Funds - Supporting Comments for the Request Screen (Continued)

Supporting Comments for the Request (Continued)

"Insufficient space" means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. The "functional inadequacy of space" means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. "Obsolescent/deficient space" means that the space is out-dated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.

Consequences on Operations/Service Delivery. After describing the facility problem(s), state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, the hospital to go to "flyby" status, the prison to use dayroom space for inmate housing, or the research lab to decline a grant to conduct research studies on a new cure for some disease. It is necessary to develop the analysis of these impacts. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, it is necessary to discuss how adapting the existing facility to these various actions can interfere, or be expected to interfere, with the effective delivery of services. For example, accepting more students, without increasing available space, might create overcrowded classes, while use of dayroom space for inmate housing might necessitate the need for more guards for security.

Outcomes. It is also important to discuss the "outcome" that is expected to occur as a result of an effectively delivered service. An "outcome" means the desired improvement in the condition or situation of the customers that arises from use of a State Agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions.

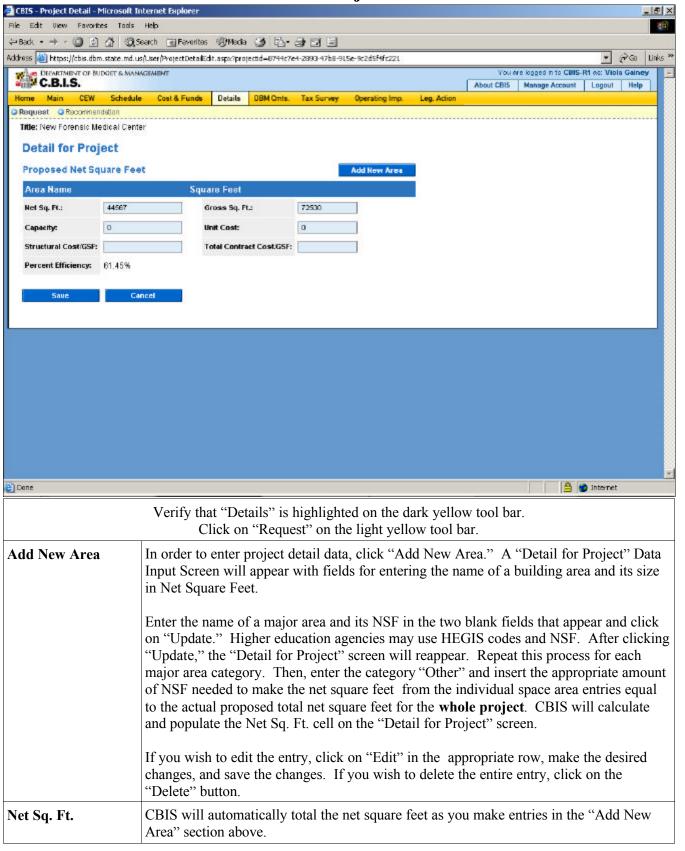
Presentation of the above material should emphasize the use of quantitative data. For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. Service/operations problems should also be measured using data. Referring to the above examples, measure the number of prisoners in dayroom space, the number of students turned away, and the number of grants declined. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents."

Finally, be sure that all numbers in the write-up (NSF, GSF, etc.) agree with supporting documents such as the CEW or other sections of the CBIS worksheet.

A note of **caution**. The use of a text file is the preferred method to "cut and paste" in this text box. If you attempt to "cut and paste" from Word, the formatting functions may be lost.

Click "Save." The "Cost & Funds - Request" View Screen will appear. If you want to view the material that you just entered, click "Req. Comments" on the light yellow tool bar.

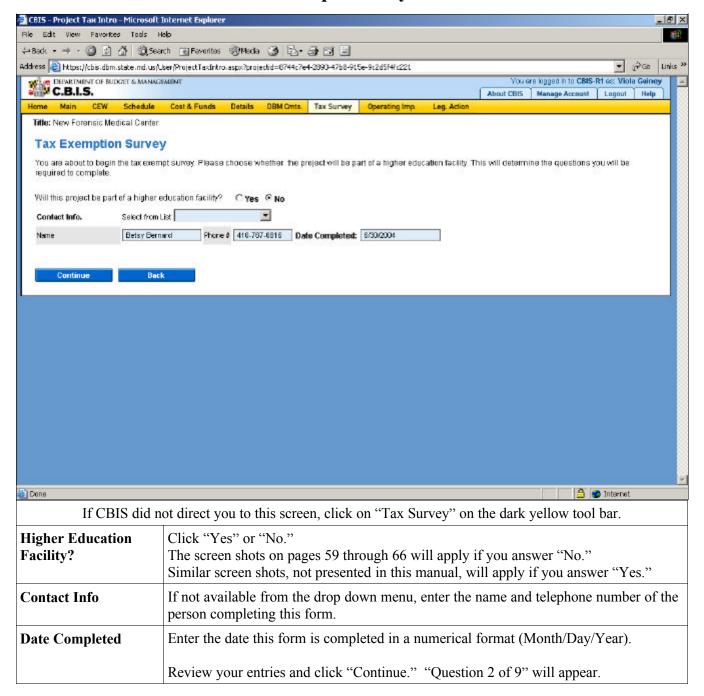
State-Owned Project Detail for Project Screen

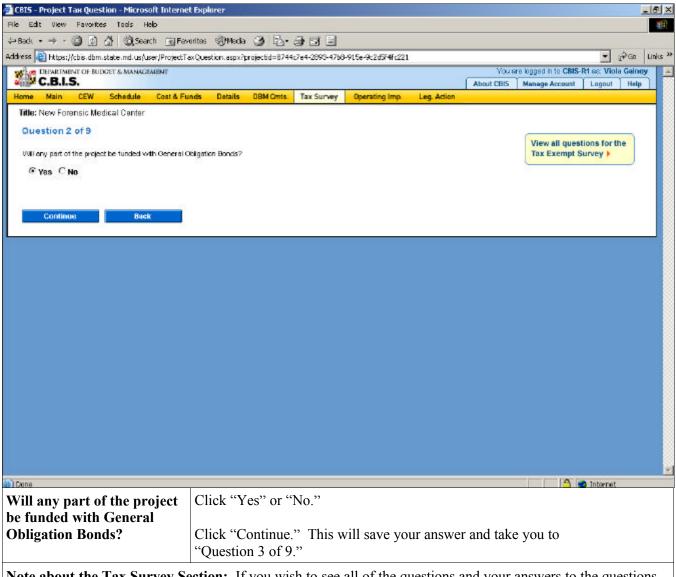


State-Owned Project Detail for Project Screen (Continued)

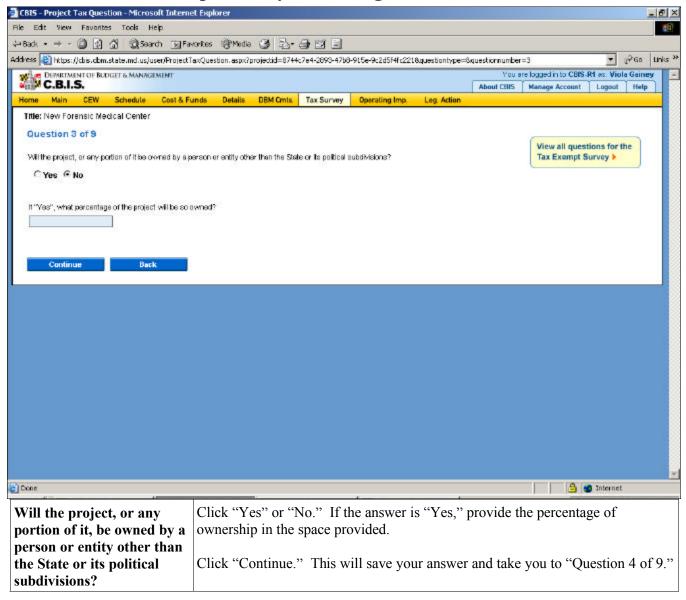
Gross Sq. Ft.	Enter the gross square feet for the <u>total</u> project.
Capacity	Enter the number of people that will be accommodated as a result of the project. If this measure is not appropriate to your project, leave this item blank.
Unit Cost	Divide the construction cost of the project by the number of items that the additional capacity accommodates. For example, the cost of a theater divided by the number of seats, or the cost of a hospital by the number of beds, or the cost of a jail by the number of cells. If this measure is not appropriate to your project, leave this item blank.
Structural Cost/GSF	The structural cost per square foot should be determined by dividing the construction cost by the total gross square feet. Do not include any costs of acquisition, planning, or equipment.
Total Contract Cost/ GSF	The total contract cost per square foot should be determined by dividing the cost of acquisition, planning, construction, and equipment by the total gross square feet. Click the "Save" button. The "Tax Exempt Survey" Screen will appear. In order to view the information you just entered, click "Details" on the dark yellow tool bar. CBIS will return you to this screen and calculate the Percent Efficiency by dividing the information entered for net square feet by the information entered for gross square feet.

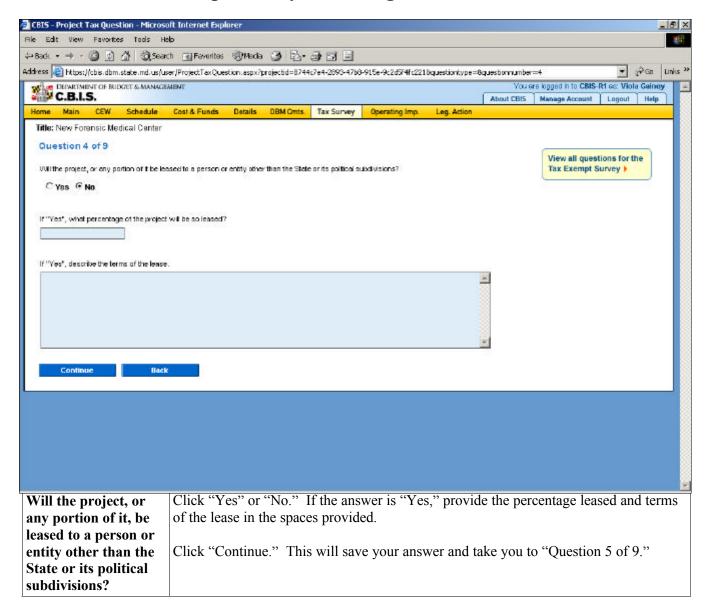
State-Owned Project Tax-Exempt Survey Screen

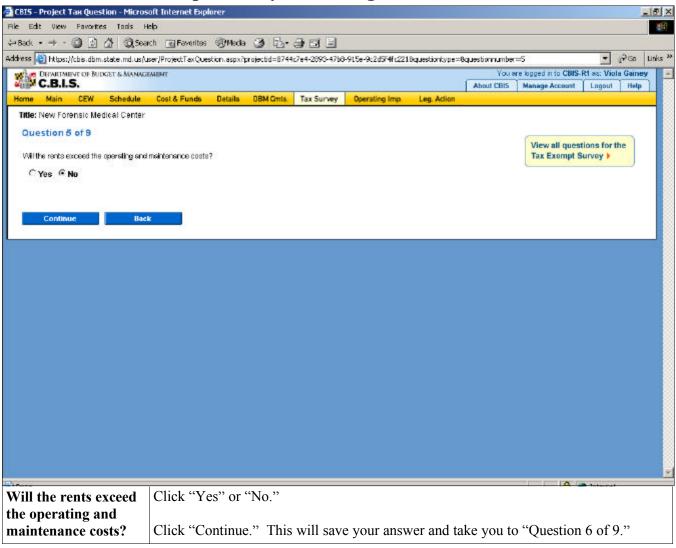


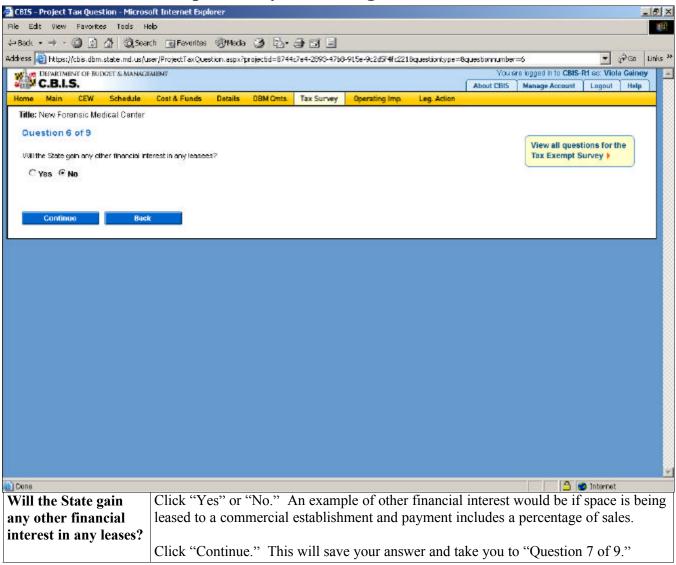


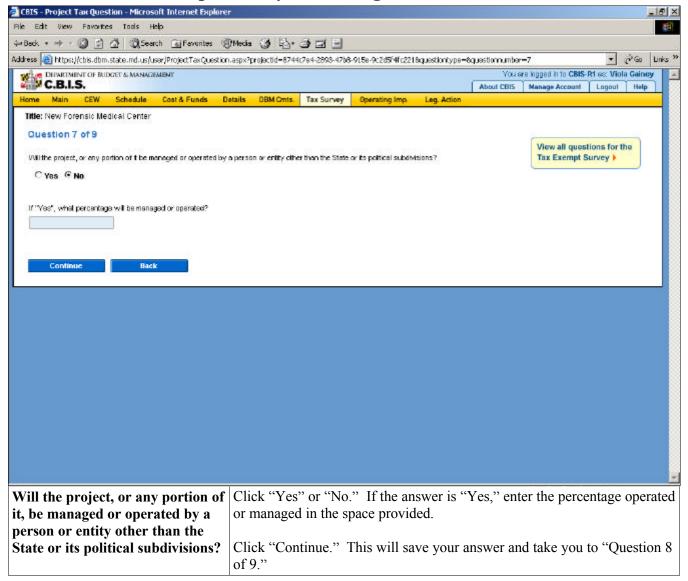
Note about the Tax Survey Section: If you wish to see all of the questions and your answers to the questions at any time, click the "View all questions for the Tax Exempt Survey" button located to the right of the screen. This will allow you to view all of the questions. If this option is selected, you can re-enter the survey by double clicking on the question.

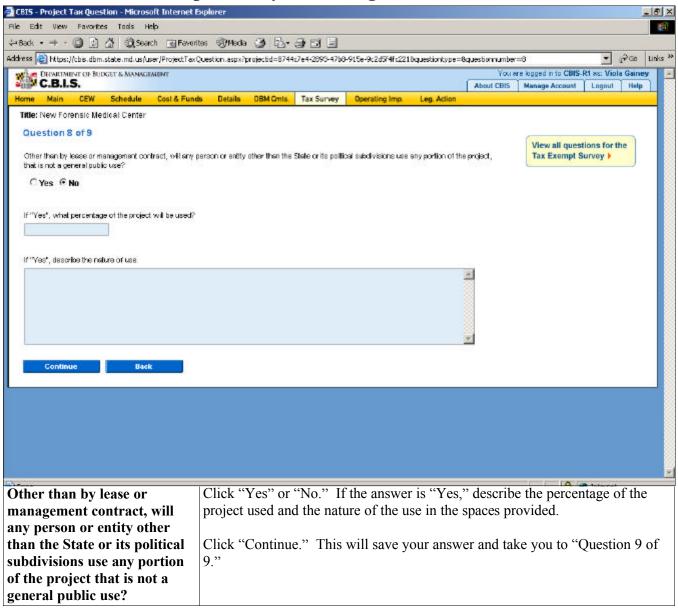


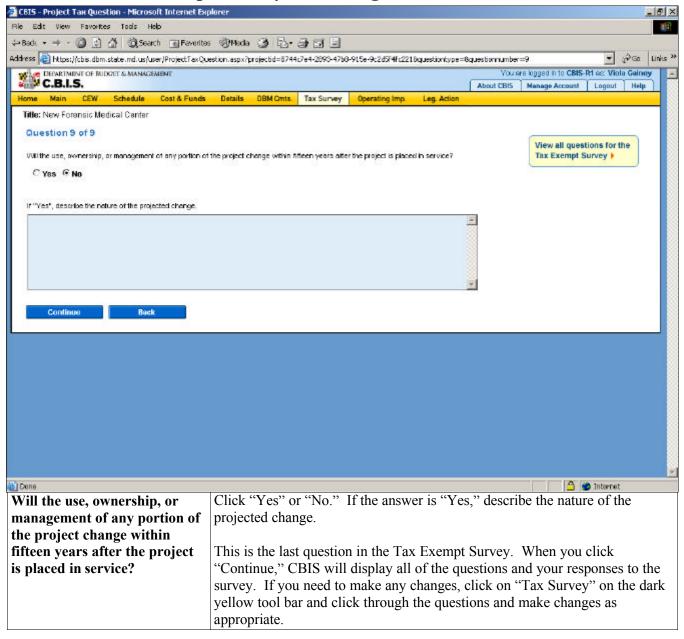




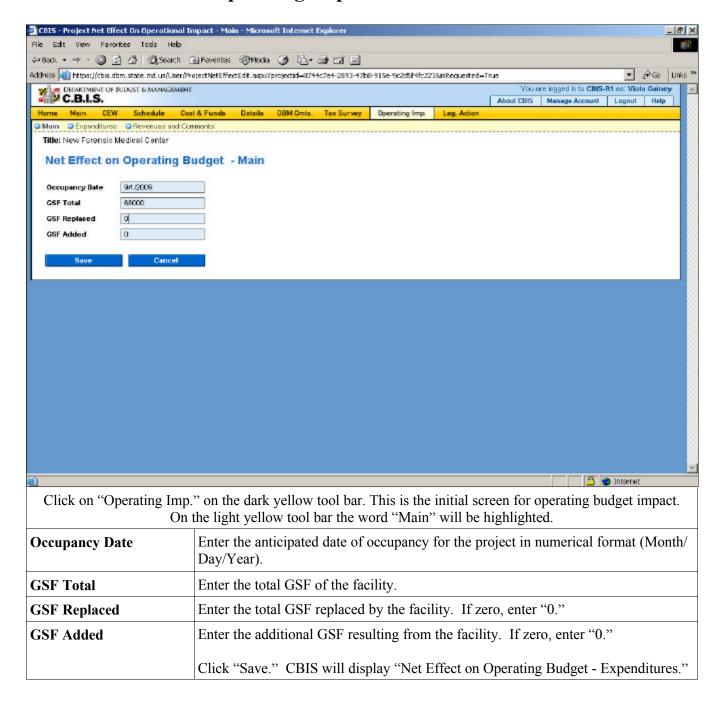




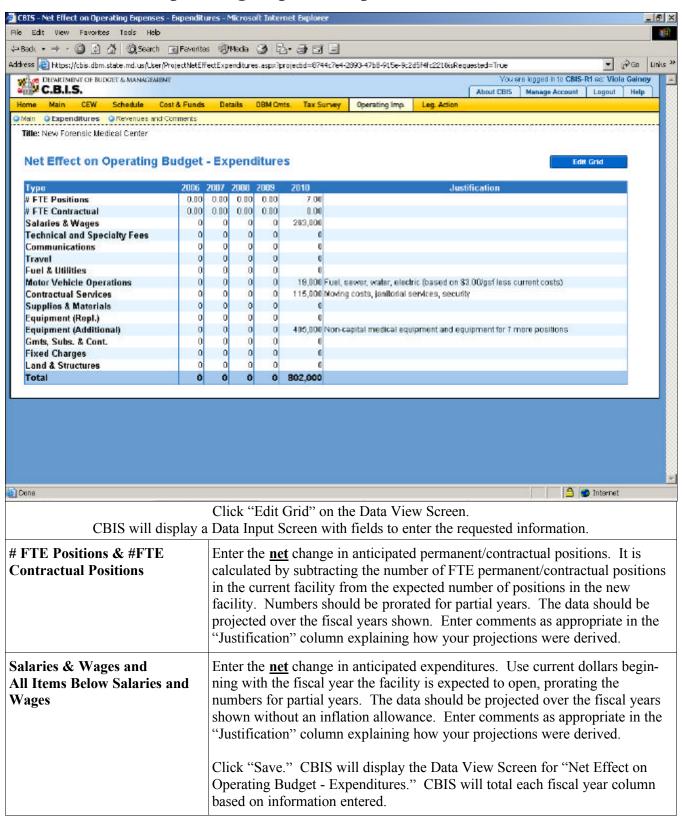




State-Owned Project Operating Impact - Main Screen



State-Owned Project Operating Impact - Expenditures Screen



State-Owned Project Operating Impact - Revenue and Comments Screen

